

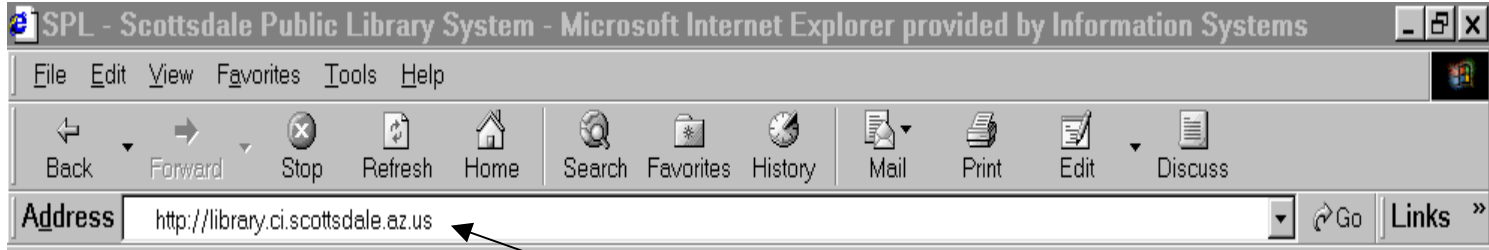


World Wide Web Basics

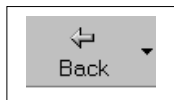
Objectives:

- ⊕ Know how to operate the Internet Explorer browser
- ⊕ Know the difference between search engines and directories
- ⊕ Be able to perform a search and interpret results
- ⊕ Be able to enter website addresses in the browser and access the sites.

Internet Explorer 5 Browser Functions



To begin, type an Internet address in the Address text box. (Make sure to click inside the box first.) You don't need to precede the address with **http://**, as this will be assumed by the browser. After you have typed in the address, press the **ENTER** key on the keyboard. The Web page will appear in the browser window.



Click to move back to the last viewed screen.



Imagine the pages you view as a continuum. If you have backtracked to look at previously viewed pages, clicking **Forward** will move you forward along the continuum.



Click the **Stop** button to discontinue a search. This is useful if it seems to be taking an inordinate amount of time for the page to appear.



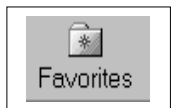
Click **Refresh** when viewing pages that are updated frequently: stock quotes, traffic and weather reports, CNN. Or if a page doesn't appear complete. Refresh sends the browser back to the web site to "grab" that page again.



Click **Home** to go to the preselected Home page. This is the Library's home page if you are using the computers in our buildings. At home, it may be the home page of your Internet service provider.



Click **Search** to access a preselected Search page. This could be Yahoo, Google, Alta Vista, Lycos, Excite, or any of a number of search engines. Once you access that page, you can type in your search terms to have it search the Web for you.



Click **Favorites** to mark a page so that you can easily return to it later. In the Library environment, Favorites are not retained in the computer's memory after logging off.

World Wide Web Search Tips:

1. To formulate a query, keep in mind the Who/What, Where, How, & Why involved in your quest. Keep a list of these elements, and any synonyms.
 - Do not use articles, pronouns, conjunctions, or prepositions in the query.
 - The keywords of your query will probably be nouns, and usually no more than 6 or 8.
2. Use truncation (or word stemming) to catch all cases of a word (i.e. bird* will find bird, birds, birding, birdbrain). But watch out for unintended consequences with short word stems, such as cit*. This produces a list that includes: city, cities, citrone, cite, citizens, citronella, cites, citizenship, citrus, cited, citrate.
3. Many search engines and directories use quotation marks to indicate a phrase search, such as "bird watching".
4. Use "Boolean" operators to indicate that there are two or more concepts to be considered:
 - **AND or +** for results that include both terms (bird and flight);
 - **NOT or -** for results that exclude a term (bird not charlie);
 - **OR** for results that may have either term (bird or birds).
5. Use the Tips, Advanced Search, or Help link provided by the search engine to learn its special features for more effective results.
6. Use more than one search engine for comprehensive research, or use a "meta" search engine, such as MetaCrawler, Ask Jeeves, or DogPile.
7. To see who registered a web site: <http://www.networksolutions.com/whois/index.jhtml>

The meaning of top level domain suffixes:

.com—Commercial enterprises, such as businesses and Internet Service Providers

.edu—Higher education institutions (colleges and universities)

.net—Network operations, such as backbone providers

.org—Organizations, usually non-profit

.mil—Military networks

.gov—Government agencies, for example, "whitehouse.gov"

Two-letter suffixes are assigned to each country outside of the United States—for example, .uk is for the United Kingdom, .ca is for Canada, .de is for Germany. The United States also has a .us code, which is used by some local entities such as public libraries and schools.

Starting Points for Web Surfing

SEARCH ENGINES (COMPILED BY MACHINES): A search engine uses a computer program to look for keywords that you type into a text box. The search engine then gives you a list of links to Web sites it found.

AltaVista: <http://www.altavista.digital.com/>

Excite: <http://www.excite.com/>

Hotbot: <http://www.hotbot.com/>

Infoseek: <http://www.infoseek.go.com/>

Lycos: <http://www.lycos.com/>

Microsoft's "All-in-One" page: <http://search.msn.com/allinone.asp?FORM=SMC>

META-SEARCH ENGINES (COMPILED BY MACHINES): Meta-search engines submit your search to several search engines at once. They can be a convenient way to search multiple search engines at the same time.

DIRECTORIES (COMPILED BY HUMANS): Directories are human-compiled databases of "the best" Web sites on a subject. They do not search as many Web sites as search engines, but can narrow your search down to only human-reviewed sites.

Yahoo!

<http://www.yahoo.com>

The oldest and most famous directory of sites on the Web.

DirectoryGuide

<http://www.directoryguide.com/>

This site can help you find directories of Web sites for specific interests.

Librarians' Index to the Internet

<http://sunsite.berkeley.edu/InternetIndex/>

This site is structured like Yahoo, and is maintained by a librarian.

InfoSpace

<http://www.infospace.com/>

This is a Web version of a traditional white and yellow pages, with added directory features.

Troubleshooting Web Searches

IF YOU FOLLOW A LINK AND GET AN ERROR SUCH AS:

File not Found

404

Internet Explorer cannot open the Internet site...

Remember that the search engine or directory may be out of date. The address (URL) for the Web site in question may have changed, or it be permanently gone.

IF THE URL IN QUESTION IS LONG

(e.g., <http://www.cnn.com/monday/morning/eight/story.html>):

You might want to try deleting everything in the address after the first single slash. (For the example above, you would delete everything except <http://www.cnn.com/>.) This will take you to the main home page for the Web server.

IF YOU HAVE ENTERED THE URL DIRECTLY IN THE BROWSER AND YOU GET AN ERROR:

Check your spelling, capitalization, and punctuation. Remember that Web page authors may get these things wrong too, and that's another reason for broken links.

IF YOU GET AN ERROR MESSAGE SUCH AS:

A connection with the server could not be established

Operation timed out

Treat this like a busy signal (or, in worse cases, a power outage) and just try again later. The problem is probably with the computer on the other end.

PRINTING TIPS:

1. **To print an entire web page (which is everything you can scroll through):**
 - **Click on the printer icon button** (located in the Internet Explorer toolbar, at the top of the screen). This will print **all** material from the top of the scroll bar to the bottom.
2. **To print only part of a web page** (some web pages will print on more than one page of paper. They *may* let you select specific text instead of the whole web page to print):
 - Click and drag the pointer over the first few letters of text. It turns blue. Position the pointer at the end of the text, press and hold the Shift key & click the mouse.
 - Click on **File** in upper left corner, and then click on **Print**.
 - Click on the ***Selection button***, then on ***OK***.
3. **If you want to print a whole web page that is inside one frame** of a multi-frame web site (all you scroll through in it), click inside the frame you want, then
 - Click on **File** in upper left corner, and click on **Print**, then on ***OK***.

GOOGLE TIPS (www.google.com)

- At home, not in the library, download and install the Google toolbar. Not only does it put the Google search box into your browser full-time, but it also blocks pop-up ads and fills in forms for you. For Windows at <http://toolbar.google.com>. (Ad blocking, form-filling and Google's search box are already built into the Apple's Web browser, Safari.)
- Phrase your question in the form of an answer. "After all, you're not looking for Web pages that ask your question," explains director of technology Craig Silverstein. "You're looking for pages that answer it."
So instead of typing, "What is the average rainfall in the Amazon basin?" you might get better results by typing "The average rainfall in the Amazon basin is."
- This is an old one, but very important: Put quotes around phrases that must be searched together. If you put quotes around "electric curtains," Google won't waste your time finding one set of Web pages containing the word "electric" and another set containing the word "curtains."
- Similarly, put a hyphen right before any word you want screened out. If you're looking up dolphins, for example, you'll have to wade through a million Miami Dolphins pages unless you search for "dolphins -Miami."
- Google is a global White Pages and Yellow Pages. Search for "phonebook:home depot norwalk, ct," Google instantly produces the address and phone number of the Norwalk Home Depot. This works with names ("phonebook:robert jones las vegas, NV") as well as businesses.
- Don't put any space after "phonebook." And in all of the following examples, don't type the quotes I'm showing you here.
- Google is a package tracker. Type a FedEx or UPS package number (just the digits); when you click Search, Google offers a link to its tracking information.
- Google is a calculator. Type in an equation ("32+2345*3-234="). Click Search to see the answer.
- Google is a units-of-measurement converter. Type "teaspoons in a gallon," for example, or "centimeters in a foot." Click Search to see the answer.
- Google is a stock ticker. Type in AAPL or MSFT, for example, to see a link to the current Apple or Microsoft stock price, graphs, financial news and so on.
- Google is an atlas. Type in an area code, like 212, to see a Mapquest map of the area.

- Google is Wal-Mart's computer. Type in a UPC bar code number, such as "036000250015," to see the description of the product you've just "scanned in." (Thanks to the Google Blog, <http://google.blogspot.com>, for this tip and the next couple.)
- Google is an aviation buff. Type in a flight number like "United 22" for a link to a map of that flight's progress in the air. Or type in the tail number you see on an airplane for the full registration form for that plane.
- Google is the Department of Motor Vehicles. Type in a VIN (vehicle identification number, which is etched onto a plate, usually on the door frame, of every car), like "JH4NA1157MT001832," to find out the car's year, make and model.
- For hours of rainy-day entertainment, visit <http://labs.google.com>. Here, you'll find links to new, half-finished Google experiments-like Google Voice, in which you call (650) 623-6706, speak the words you want to search for and then open your browser to view the results. Disclaimer: It wasn't working when I tried it. (Ditto a lot of these experiments.)
- Poke around the "Services & Tools" link on the Google.com home page and you'll find some of the better-known lesser-known Google features, if that makes any sense. For example, there's Froogle (product search), News, Groups (Internet discussion boards), Google Catalogs (hundreds of scanned-in product catalogs), Images (find graphics and photos from other people's Web sites), Blogger (publish your own online journal), Google language translation, Google Answers (pay a couple of bucks to have a professional researcher find the answers for you) and much more. Pretty soon you'll need Google just to search Google!

by David Pogue on the Web at DavidPogue.com.

Scottsdale Public Library System's Search Engines and Web Links:

A. *Search the Internet with a search engine or a list of web sites compiled by our library staff:*

- Start at our home page then click on [Databases and Web Sites](#) in the green box at the left side of the screen.
- Click on a Search Engines or a subject category or scroll down the list of databases and sites.
 - Click on a site category link to see a list of web sites.

B. Click on one of the web sites listed. Enjoy!